

~~CONFIDENTIAL~~

Weekly Report for Week Ending 16 December 1959
from
Records Disposition Branch

1. Contributions

None

2. Assignments

25X1 a. Shelf Filing

(1) OP/Records and Services Division/Test Installation

25X1

(2)

(3)

(4) Office of Communications/TTT Staff

25X1

(5)

No change since previous report.

b. Filing Systems

(1) Management Staff, O&M Files

25X1

25X1

Conferred with on present logging system used on mail in their offices. Examined Files that will ultimately go to O&M area Offices. Advised each O&M office of the size of the files they can expect.

25X1

25X1

(2) Medical Staff

25X1

Met with Staff on Friday to discuss a consolidation and revamping of all the files in that office. Actual work will be done by that Staff with further advise and planning by us.

c. Records Control Schedules

25X1

(1) Executive Registry

Revised Schedule approved, memo of transmittal being readied.

25X1

(2) FI

25X1

(3) OCI

Records of the (SIDO) Senior Intelligence Duty Officer have been reviewed and inventoried and Schedule being revised.

~~CONFIDENTIAL~~

CONFIDENTIAL

25X1

25X1

25X1

(5) Records Center []

(6) Office of the Comptroller []

25X1

Request for revision of three items was approved.

d. Special Projects

25X1

(1) SSA/DDS []

(2) Refresher Training Workshops in Filing []

25X1

25X1

Preparation of report continues, special condensed version of Workshop presented to Real Estate Division employees as part of [] project no. (6) below. Twelve attended including Branch Chiefs, secretaries and clerks. Well received.

(3) Revision of Notices on Filing Equipment and Supplies []

25X1

(4) Records Center Article for Support Bulletin []

25X1

(5) Follow-up on Unused Safes []

25X1

No change.

(6) Survey in Real Estate and Construction/Logistics []

25X1

Conducted a filing workshop for 12 employees.

25X1

(7) Transfer of German Documents from State Department and National Archives to CIA []

(8) DD/P/PP Staff Records Survey []

25X1

Inventory continues. Completed identification of file series in five PP Divisions.

(9) Survey of Headquarters for Herring-Hall-Marvin safes []

25X1

(10) Subject Numeric File System 1960 Folders and Guides []

CONFIDENTIAL

CONFIDENTIAL

25X1. Vital Materials []

25X1 (1) [] OSI/NED, worked on NED deposits during the past week.

25X1 (2) [] ARO/Commo, indicated that there will be no further microfilming of vital materials in Commo. Hard copy deposits will replace previously filmed reels.

25X1 (3) [] ORR, requested the scheduling of certain ORR/GG subject area files for microfilming early in 1960.

25X1

r. Microfilming []

OCR/GR - Master Ground Collection completed.

- Personality File scheduled

Office of Personnel - continues

3. News

25X1

[] attended Management Staff Training Session in Quarters Eye, Friday 11 December to hear [] explain the successful application of Work Measurement Systems in RI, DD/P.

25X1

25X1

CONFIDENTIAL